



SCHOOL FINANCE MEMORANDUM 14-036

State of Arizona Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: February 28, 2014

SUBJECT: School Finance Updates

General Updates

1) School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

2) Updating Your Contact Information

Please make sure that your contact information is up to date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to enterprise@azed.gov. Charters must ensure changes are first approved through the Charter Board.

3) Business Rules and Presentations

Business Rules and Presentations web address has changed. The new address is listed in HOT TOPICS and is linked here as well.
<http://www.azed.gov/administrators/SF/BusRuleDocsAndPres/Forms/Business%20Rules%20vs%20Presentations.aspx>

4) Fax Machine

School Finance no longer has access to a fax machine. Please scan in your document and email it to us at schoolfinance@azed.gov.

SAIS Updates

5) FY2014 Monthly Processing Schedule

Monthly processing through the remainder of FY2014 has been scheduled. Monthly aggregation is the processing that ADE performs on the student data to calculate ADM (Average Daily Membership), which is used as a basis for state aid funding. The student data must reside within SAIS to be included in the scheduled aggregation processing. This information is also available on our website under Hot Topics

<http://www.azed.gov/finance/2013/08/27/fy-2014-monthly-aggregation-processing-and-integrity-schedule/>

Data Submission Deadline	Monthly Processing Start Date	For Charter Payment
March 6, 2014 @ 5 pm	March 7, 2014	April 1, 2014
April 7, 2014 @ 5 pm	April 8, 2014	May 1, 2014
May 5, 2014 @ 5 pm	May 6, 2014	June 2, 2014
June 5, 2014 @ 5 pm	June 6, 2014	June 20, 2014

- 6) SDER: Preliminary TEI reports (SDER96-1) have been posted. Corrections may be submitted from now through March 10th, 2014. New TEI reports will be generated for all school districts by March 14, 2014. Should corrections be necessary after March 14th, the school district must submit a letter explaining the need for the corrections to the Chairman of the Joint Legislative Budget Committee and to the Arizona Superintendent of Public Instruction prior to a window being opened for the submission of corrections. All corrections must be completed no later than April 10, 2014 so that the new TEI may be calculated by April 15 for those districts who have made changes after March 14th.

A.R.S. §15-941(D) “D. The superintendent of public instruction shall on or before March 15 notify each school district of its teacher experience index for the budget year. Between March 15 and April 15, a school district may submit corrections to data that it submitted pursuant to subsection C and the superintendent of public instruction on or before April 15 shall re-compute the teacher experience index for the district for the budget year using the corrected data...”

- 7) FY 2015 Deadline for Operation approval of 200 Day Calendar is June 1. This must be approved and completed each year as a new process. The 200-day calendars are approved one year at a time. If your district or charter intends to offer a 200-day calendar in FY2015, you must, at a minimum:
- Submit a letter to Lyle Friesen, Deputy Associate Superintendent of School Finance, and request approval of the 200-day calendar prior to June 1, 2014.
 - Submit a 200-day calendar for each school within the district/charter holder, which includes a 10 percent increase in annual instructional hours.
 - Charters requesting a 200-day calendar must have it approved by the Charter Board prior to approval by School Finance.
 - Budget for a five percent increase in base level support.
 - Submit the “Optional 200 Day Instructional Calendar Compliance Form”
<http://www.azed.gov/finance/forms/>
- 8) DSCSs: District Sponsored Chart School Set up and Reporting Guidelines can be found following this link:
<http://www.azed.gov/Administrators/SF/BusRuleDocsAndPres/District%20Sponsored%20Charter%20School%20Setup%20and%20Reporting%20Guidance.pdf>
<http://www.azed.gov/finance/files/2011/06/guidance-to-districts-sponsoring-charters-june-2013.pdf>
- 9) Student Detail Reports (SDR): Student level reports have been moved from SDDI to SDR within the Common Logon. These reports will pull up much faster than SDDI and will have

many available formats. In the CSV export, the data is exported and placed automatically in an Excel spreadsheet (as long as you have Excel on your computer). It's easy then to filter, sort, and sum data. Check out the new reports. Also, please review our Report Reconciliation presentation (pages 7-10)

http://www.azed.gov/Administrators/SF/BusRuleDocsAndPres/Reporting%20Requirements_Final.pdf for additional information on the Student Detail Reports application.

ACCESS NOTE: Everyone who has access to SDDI (Student Detail Data Interchange) has access to the new application and this new report. If you don't have permissions and need the access, then please have your business manager or higher authority contact our Support Center at enterprise@azed.gov with the request.

- 10) Data Reports: Remember to continuously reconcile SAIS data to lessen the likelihood of having to correct this year's data next year.
- 11) FERPA reminder: When communicating with School Finance, please use only the SAIS ID, do not include the student's name.

Transportation Routes and Vehicle Inventory

- 12) Open for 100th day submissions for districts. Data should be submitted 10 days after the 100th day. For those who operate on an approved 200th day school year, transportation routes have been updated to reflect that estimated route miles will not be collected for days 101-200. For those LEAs operating on a typical 180 day equivalent school year, submissions have not changed and estimated route miles continue to be collected for days 101-180. Business rules can be found on our Business Rules and Presentations site.
<http://www.azed.gov/administrators/SF/BusRuleDocsAndPres/Forms/Business%20Rules%20vs%20Presentations.aspx>.
- 13) It's that time of year again when districts are required to submit final transportation data. This includes submitting the Vehicle Inventory data and generating the TRAN40-2 report as well as re-creating the TRAN55-1 report after both Vehicle Inventory and Transportation Routes data have been finalized. Generating the reports is the responsibility of the district and if they are not re-run to reflect the most recent data, it will cause unexpected results on the APOR55-1 and unexpected funding. Be sure to include all applicable vehicle miles through June 30. If they are not included, a negative impact to Transportation Support Level may be seen.
DEADLINES:

The Vehicle Inventory application will be available and open for submissions on Monday, May 12, 2014.

The deadline for reporting of final data and generation of new reports is July 14, 2014.

Upcoming Training

- 14) Come learn how to reconcile SAIS Reports and about 915s at our next training session.

Date: March 25, 2014, **Time:** 1:00 pm to 4:00 pm

Where: Arizona Department of Education,
1535 W. Jefferson St., Phoenix AZ 85007
Room: 417

RSVP: by March 18, 2014 to Frances.Cox@azed.gov

Payment Updates

15) Additional Assistance Reduction

1. District Additional Assistance Reduction: The district additional assistance reduction has been finalized and the report is available under HOT TOPICS.
2. Charter Additional Assistance Reduction: Preliminary amounts have been included in charter payments and the final recalculation will be performed once all the charters reach the 100th day.

16) Instructional Improvement Fund

1. **IIF payment:** The FY14 IIF payment one was released in January. The payment reports are posted under Hot Topics and under the County Apportionment Reports.

Budget Updates

17) Superintendent's Annual Financial Report: The FY 2012-2013 SAFR is available at <http://www.azed.gov/finance/reports/#SafrTop>

18) Impact Aid Report: School Finance no longer has access to a fax machine. Please email your Impact Aid reports to SFBudgetTeam@azed.gov

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email schoolfinance@azed.gov
- **SAIS/ADM, SDER, and Transportation Routes:** A listing of account analysts can be found on the School Finance web site at <http://www.azed.gov/finance/> within the "Contact Us" menu.
- **Payment:** Email the School Finance payment team at Sfpaymentteam@azed.gov
- **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov.